Steltronic Focus

User Manual

- Time Clock Manager
- Waiting List

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General Information about Time Clock manager

"Time Clock manager" is a Focus plug-in created to track and manages the bowling staff working period. Two types of people are considered "bowling staff":

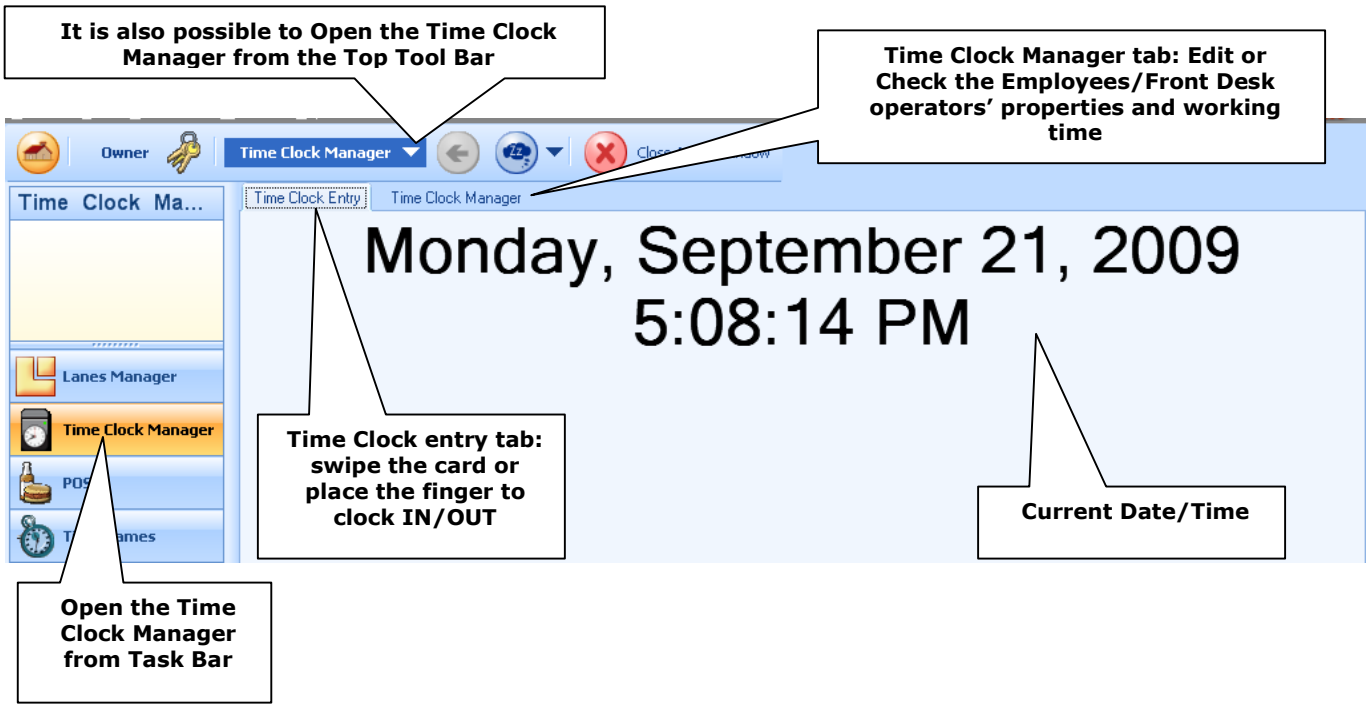
a) Focus front Desk operators = Cashiers, Directors, Managers, etc. that have access to the front Desk functions.

b) Employees (housekeeping, waitress, etc.) = people tracked with the Time clock function for tracking the working time only. These employees do not use the Focus front Desk functions and are denied any access.

To clock in/out the bowling staff needs a personal card or they need to record one finger using the fingerprint reader.

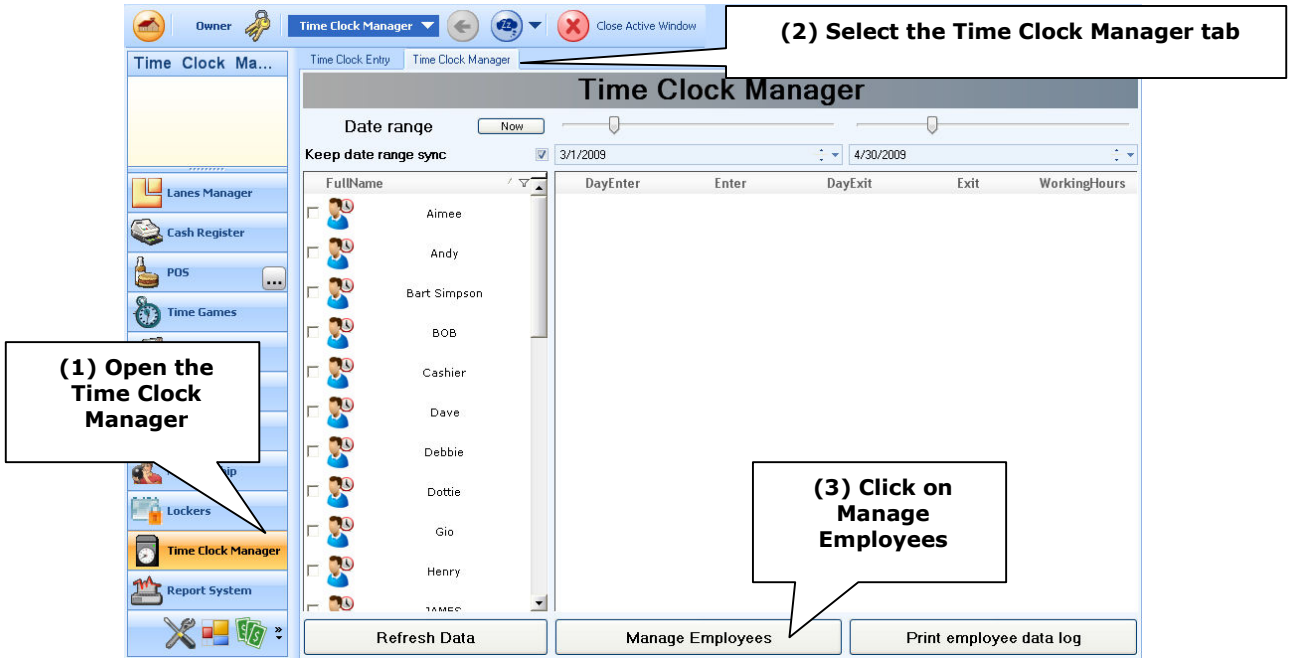
REMARKS
Steltronic supplies the magnetic cards, which are described above. They are coded in order to recognize each type of card: owner, employees and bowlers. If you require cards please ask your distributor or contact service@steltronic.com

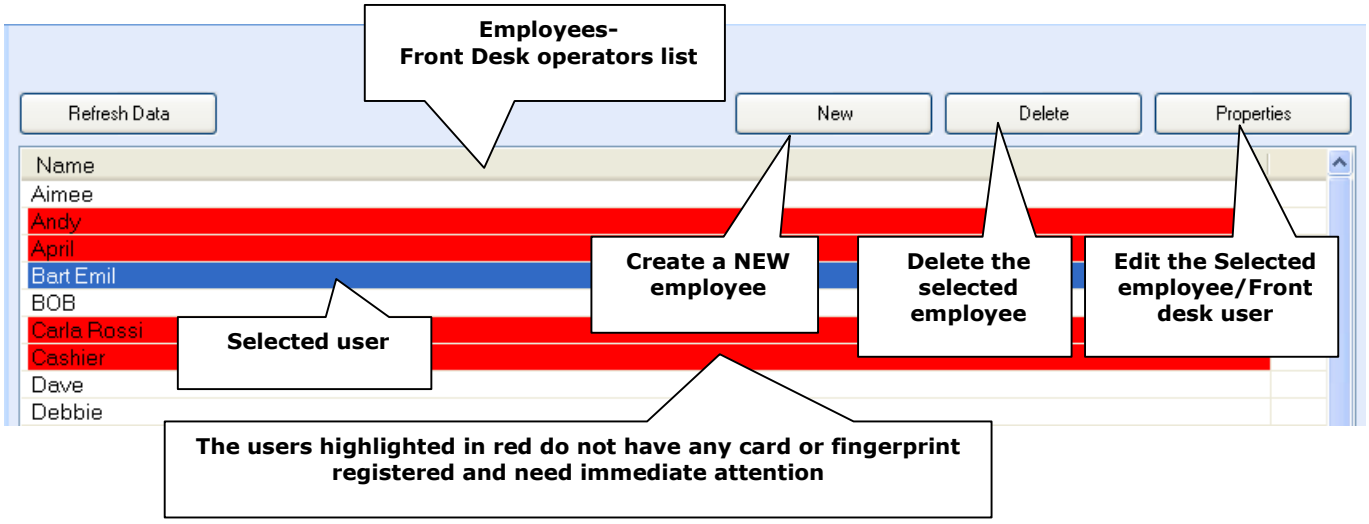
Open the Time Clock Manager plug-in


It is also possible to Open the Time Clock Manager from the Top Tool Bar
Time Clock Manager tab: Edit or Check the Employees/Front Desk operators' properties and working time
Owner
Time Clock Manager
Time Clock Ma...
Time Clock Entry
Time Clock Manager
Monday, September 21, 2009
5:08:14 PM
Lanes Manager
Time Clock Manager
Time Clock entry tab: swipe the card or place the finger to clock IN/OUT
Current Date/Time
Open the Time Clock Manager from Task Bar

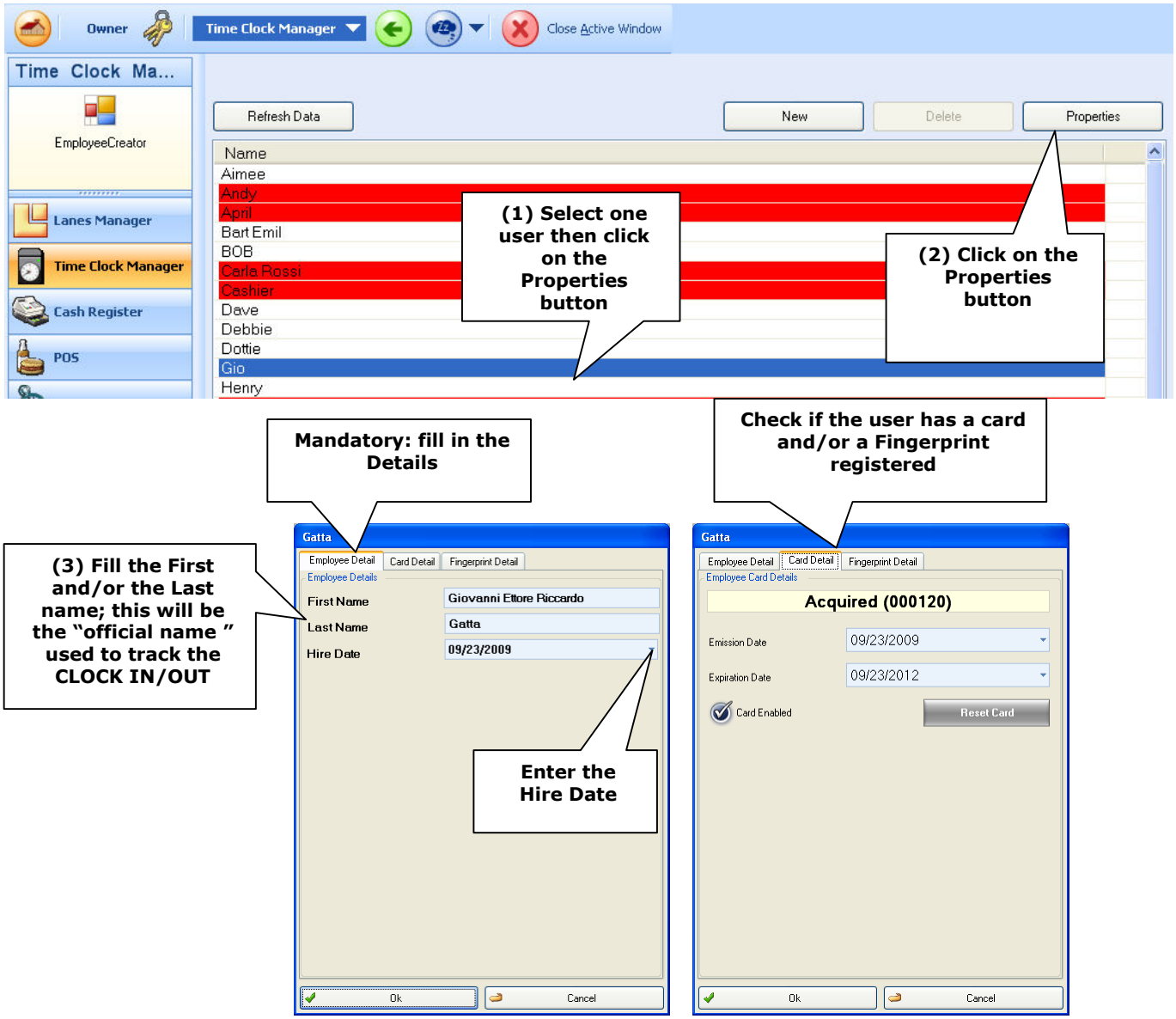
Register the Front Desk operators/employees

REMARKS
From the Time Clock manager it is possible to Add, Edit, or Remove the employee user. The Front Desk operator users can be edited only; Add or Remove operations are not available. Accessing the Security manager is the appropriate way to Add or Remove front Desk operators from the Focus database. The Front Desk operator users must be registered in the Time Clock manager even if they are already signed on as a cashier or director in the Focus login screen.



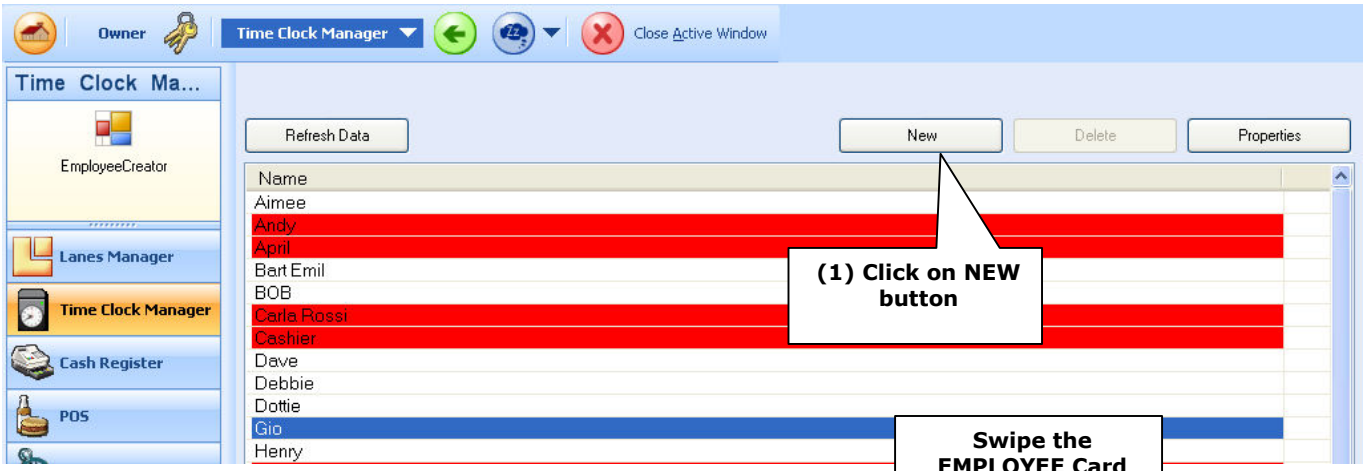


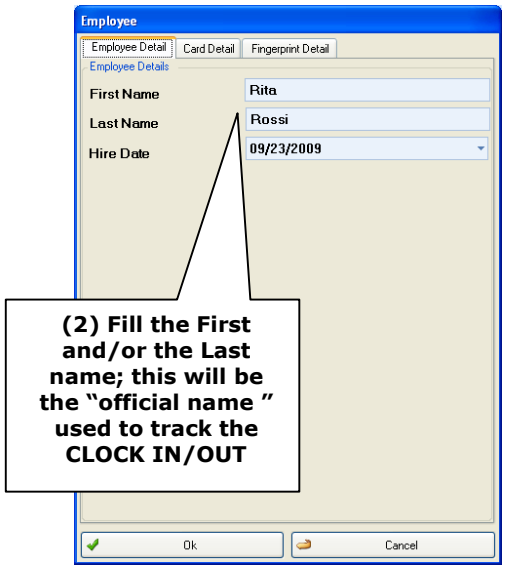
EDIT AN EXISTING EMPLOYEE/FRONT DESK OPERATOR

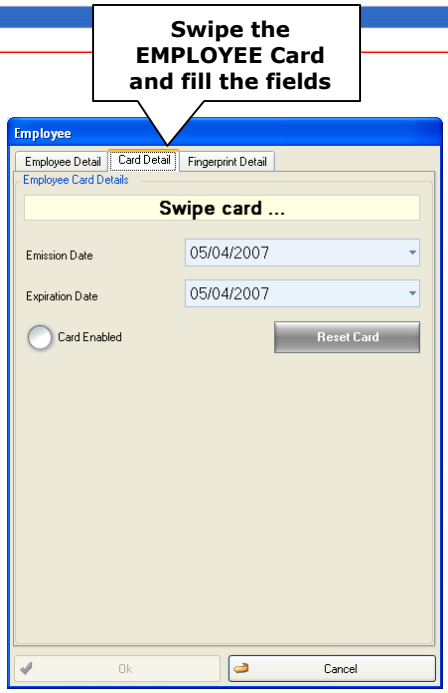


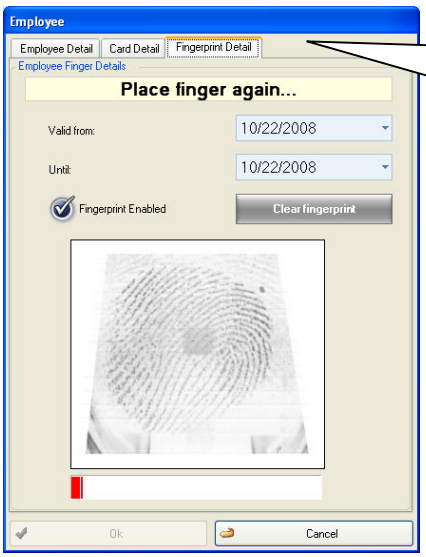
A card or a registered fingerprint are the only ways to clock in/out; if the Front Desk operator has no card or fingerprint registered, provide the appropriate registration. Click on OK when finished.

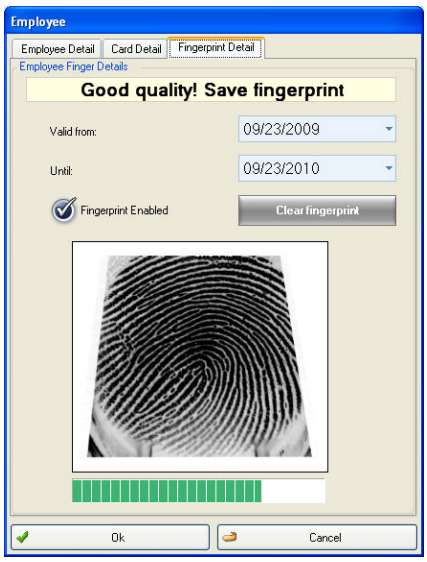
ADD A NEW EMPLOYEE



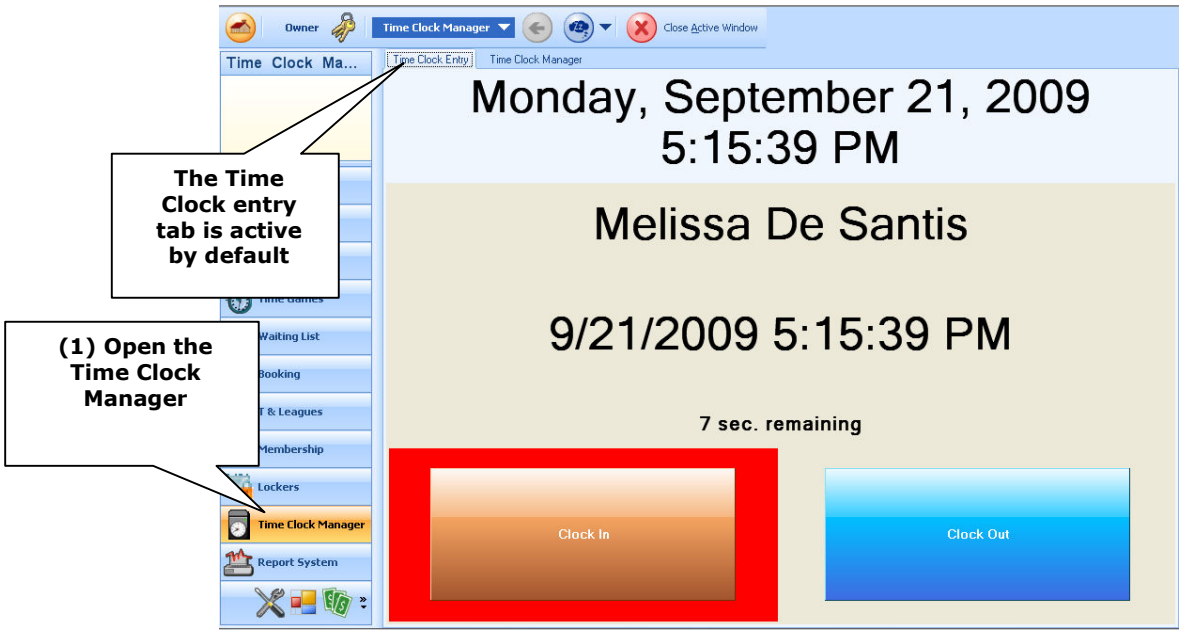








A card or a registered fingerprint are the only ways to clock in/out; it is mandatory to register at least one of these to clock In/Out.

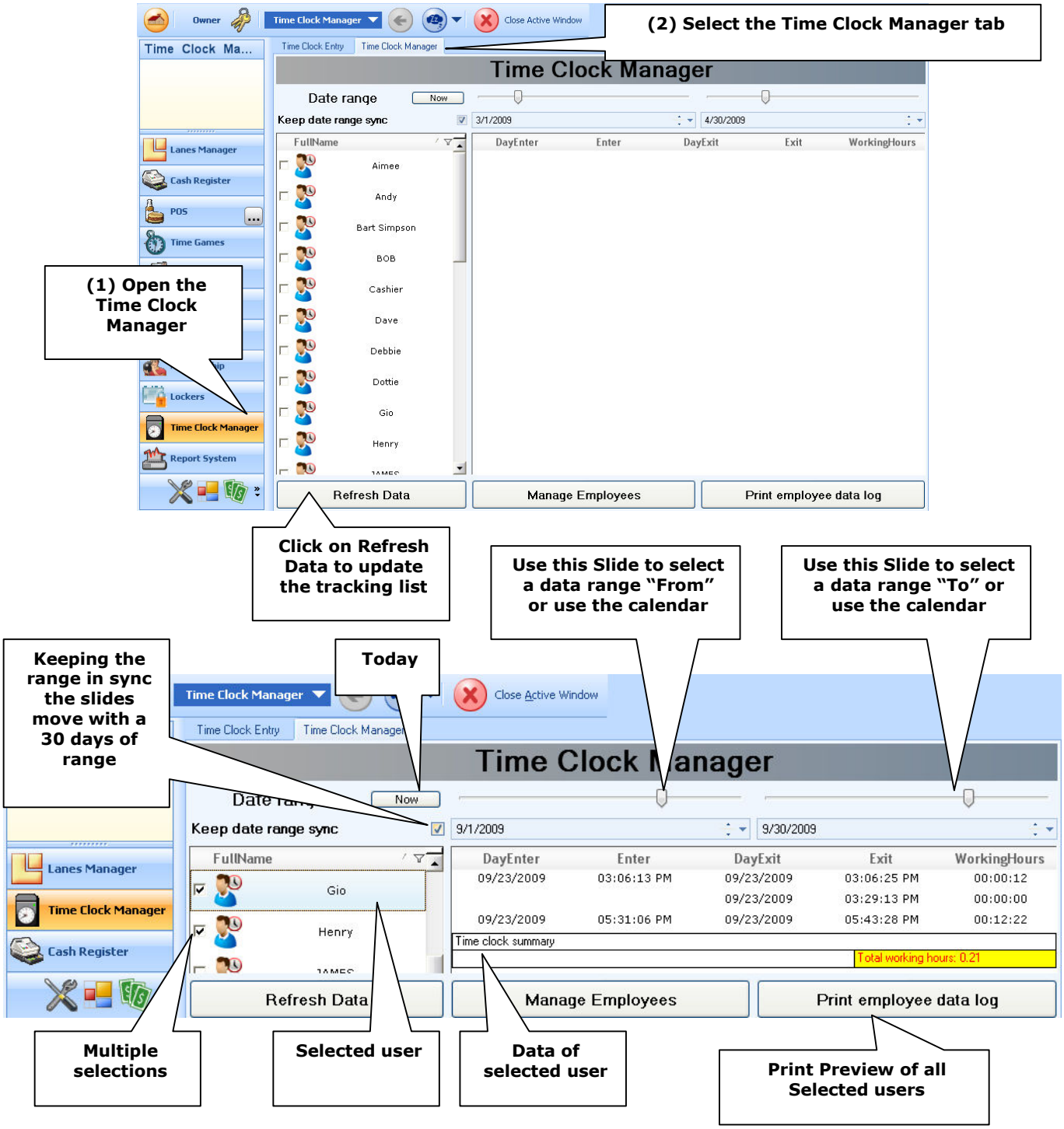


(2) Swipe the Card or place the finger on the reader.

(3) Click on the blinking button (**Clock in** or **Clock out**) to confirm and exit immediately or wait until the time out expires and the program automatically confirms and closes the operation.

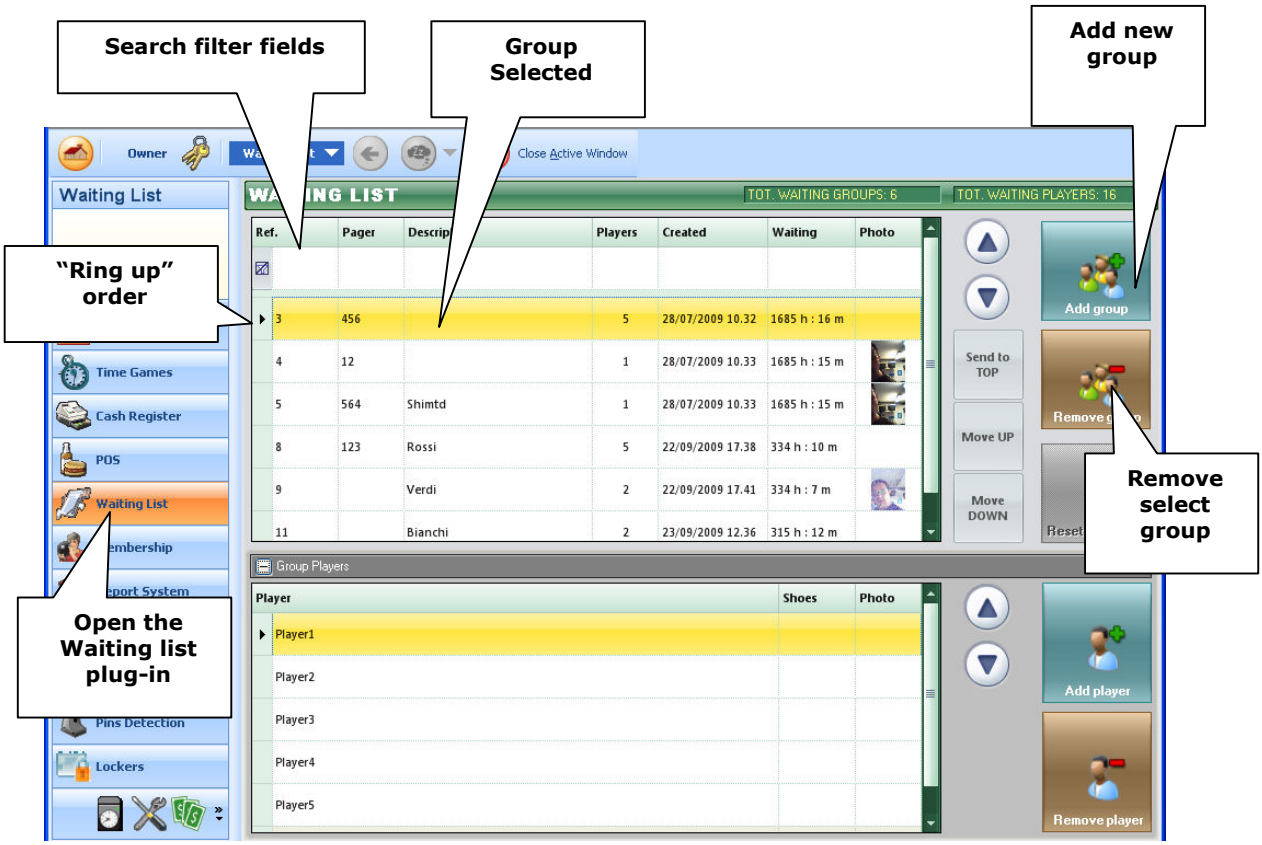
Note: the system recognizes the user and automatically selects the action to perform: CLOCK OUT if the user was "signed-in", CLOCK-IN if it is a new entry; if it is necessary, change the default by choosing the desired button (CLOCK IN- CLOCK OUT)

Check the users working periods

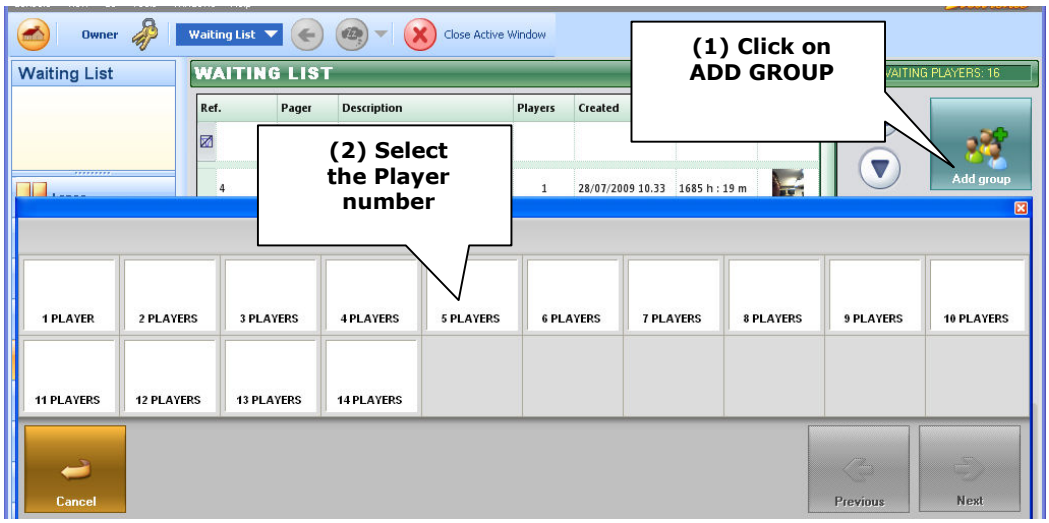


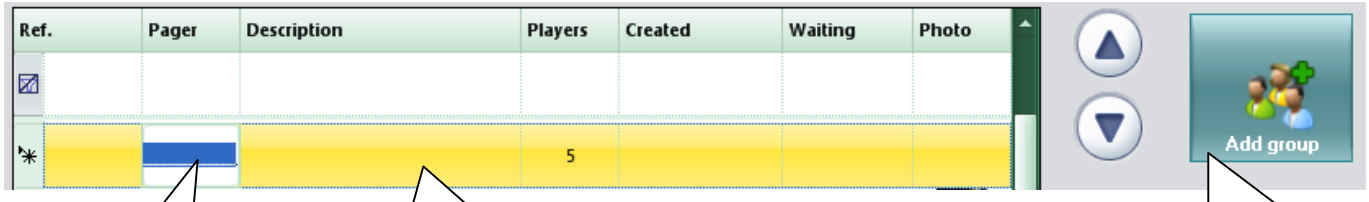
Daily Waiting List

The **Daily Waiting list** is a 'plug-in' which is used to manage the "not-pre-booked reservations", bowlers in the center that are waiting and it allows you to pre-enter bowler numbers so that when a lane becomes available it is much faster to start them bowling; the reservation made with the Photostrike kiosk will be queued automatically in the daily waiting list.



ADD A NEW RESERVATION (GROUP)



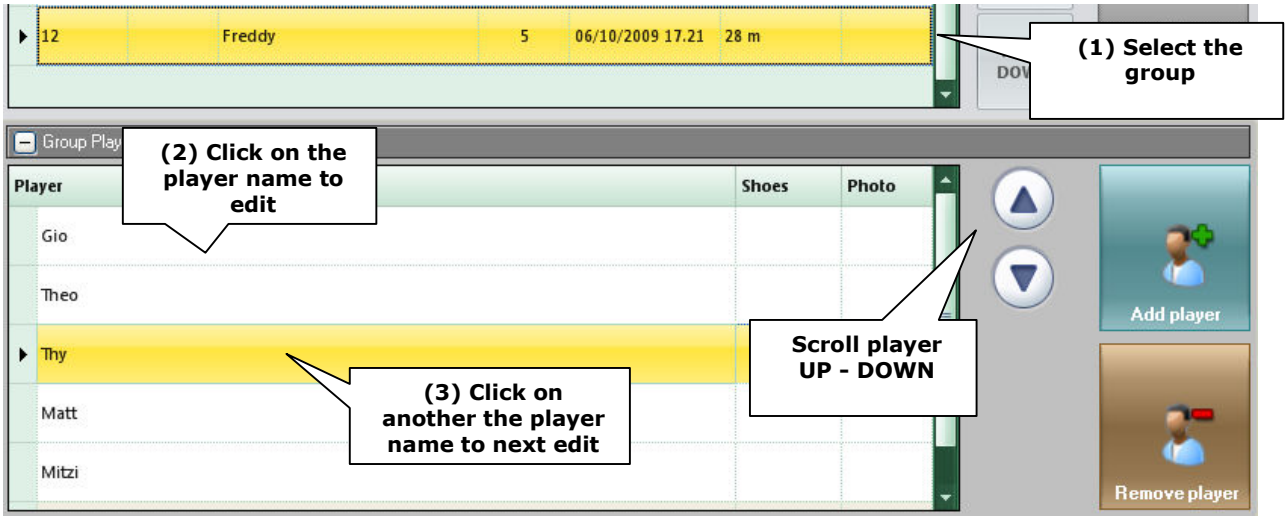


Type the PAGER number (if available)

AND/Or Move to the Description and type a reservation name

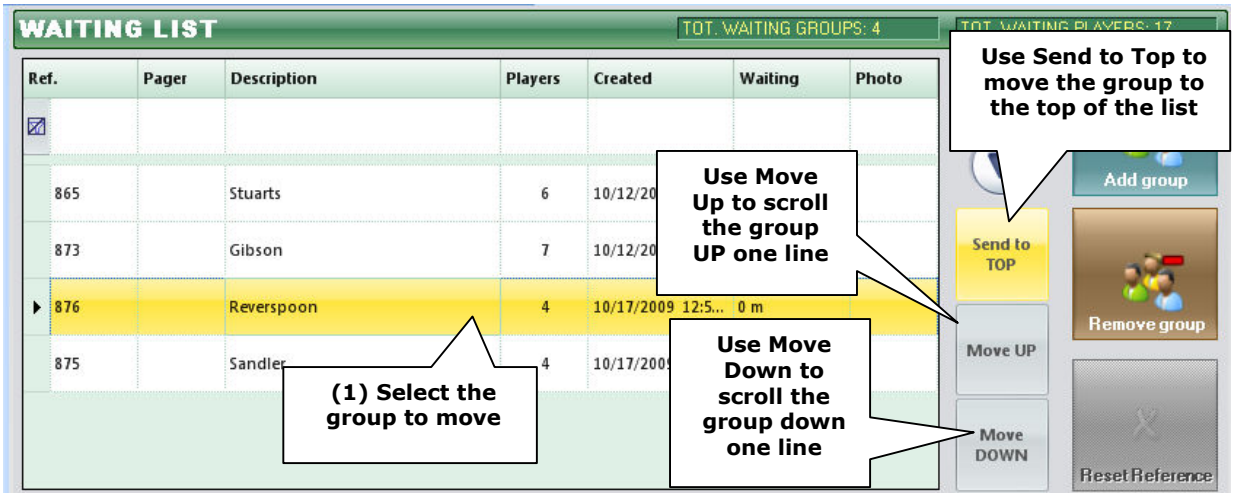
Press ENTER on keyboard to SAVE and printout the reservation ticket

EDIT THE PLAYERS OF A GROUP



Use Add player / Remove Player buttons to change the player quantity

Change THE WAITING LIST PRIORITY OF THE GROUPS



CHANGE THE WAITING LIST PRIORITY OF THE GROUPS

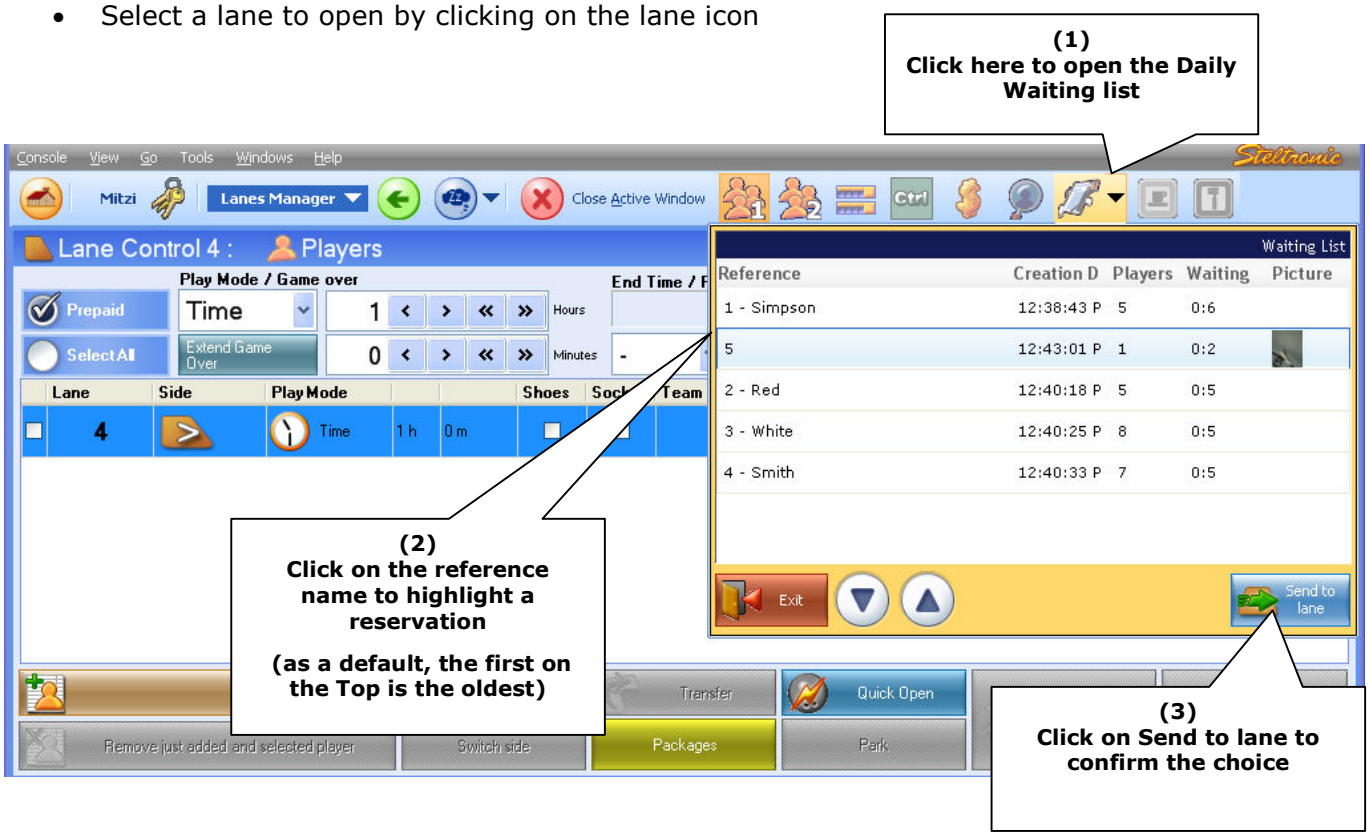
The reference number of the waiting list is automatically increased each time a new group is added; the progression continues even when the waiting list is empty.

To reset the reference number to Zero, be sure the waiting list is empty (or remove the unnecessary group) than click on the **Reset reference** button.

Open lanes using Daily Waiting list

The waiting list reservation is a list of daily pending reservations made automatically with the Photostrike kiosk or entered by the Front Desk operators.

- Select a lane to open by clicking on the lane icon



The player in the waiting list will be added as a conventional player or with their name and photo if the reservation was made with the Photostrike kiosk:

- Edit the conventional player name if necessary or make any other modifications.
- When ready, click on **Open lane** button to finish

Steltronic Focus User Manual: Time clock manager – Daily Waiting list
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